

**ZION BUILDING DEPARTMENT**  
**2828 Sheridan Road (847) 746-4018**

Residential requirement for driveway/parking area

1. Plat of survey showing location of driveway/parking area. **Measurements are required (example 22' x 20')**.
2. Completed permit application.
3. Name of person/company installing driveway/parking area. (All contractors must be registered and have a certificate of insurance on file with the City) If the homeowner is doing the project they must bring in their homeowners insurance policy showing a minimum of \$300,000 in general liability.
4. Permit fee is based on construction cost; 2.2% of contract amount, minimum fee is \$55.00 **AND** a \$220.00 engineering fee for plan review and inspections.

**NO WORK IS TO BE STARTED UNTIL A PERMIT HAS BEEN ISSUED AND POSTED ON THE JOB SITE. IF WORK IS STARTED PRIOR TO OBTAINING A PERMIT; A COMPLIANCE TICKET WILL BE ISSUED. (MINIMUM FINE IS \$200.00)**

Guidelines:

- All driveways and parking areas must comply with lot coverage ordinance and must be approved by the Engineering Department. Please allow 7 days for issuance of a driveway permit.
- All driveways and parking areas must be located within your property lines. Connection is allowed to paved alleys.
- Minimum parking area is 22 feet deep by 20 feet wide to ensure side by side parking; **tandem parking is not allowed.**
- Driveway must be constructed of asphalt, concrete or vehicular load grade pavers; **GRAVEL DRIVEWAYS ARE NOT ALLOWED.** Pavers are allowed in the apron or easement only when the owner signs a hold harmless agreement with the City.
- Base course for asphalt and paver driveways, driveway entrances, or any parking area must be well-compacted crushed stone or crushed gravel, state grade CA-6. Crushed base course must be at least six inches thick after compaction for asphalt and paver driveways. Asphalt surface course must be at least two and one-half inches after compaction. Construction for pavers must follow manufacture's installation specifications.
- Base course for concrete driveway must be a minimum of four inches thick of well-compacted sand, crushed stone or crushed gravel. Concrete must minimum of a **full** four inches thick with six-by-six no. 10 woven wire mesh placed one inch above base course.
- Contraction joint for concrete driveways must be at maximum fifteen feet transversely or longitudinally. A bituminous fiber expansion strip must be placed at public walk, private walks or at any other structure against which the concrete driveway abuts.
- Driveway/parking areas cannot be installed as to impede or obstruct the natural or planned flow of water on the property or onto neighboring properties.

Inspections required:

- Asphalt driveways require two separate inspections: a base inspection and a paving inspection. The inspector is to be on-site during the laying of asphalt. These are to be schedule on two separate days; unless you have approval from the Director of Public Works.
- Paver driveway requires a base inspection and a final inspection when work is completed.
- Concrete driveways require a base inspection and a final inspection when forms are removed.
- All inspections are to be scheduled a minimum of 24 hours in advance at the Building Department at (847) 746-4018.